

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Case No. C-19-3
Applicant Bob Perdue / Nelson Partners
Address 16-B Journey Suite 200
Aliso Viejo, CA 92656
Phone No. 949-916-7300

08/08/19 application submitted

_____ review application materials

_____ ☐ application form

_____ ☐ application fee

_____ ☐ findings of fact

_____ ☐ environmental checklist

_____ ☐ plot plan

_____ ☐ adjacent property owners list

_____ ☐ legal description

_____ ☐ proof of ownership/permission from owner

_____ complete plan check worksheet and add case to index

_____ process environmental checklist if project is not categorically exempt (SEPA comment period and appeal period must be completed prior to public hearing)

_____ transmit legal description to engineering for approval and revision to city's standard format

_____ ask planning aide to prepare Location and Zoning Map

_____ check adjacent property owners list/submit for typing

_____ accept application as complete [P.C.C. 17.175.030(2)]

_____ distribute notice of application to the following:

_____ ☐ Public Works Director ☐ Police Chief

_____ ☐ Building Inspector ☐ Parks Superintendent

_____ ☐ Fire Prevention Officer ☐ Recreation Superintendent

_____ ☐ School District Business Mgr.

_____ prepare notice of public hearing (hearing must be held within 90 days of date application accepted as complete)

_____ email notice of public hearing to newspaper (observe 11:00 a.m. three days prior to publication deadline; notice must be published at least 10 days prior to the hearing); transmit to engineering/administrative staff for posting/ mailing

_____ mail notices of public hearing to applicant and adjacent property owners within 300 feet (notice must be mailed at least 10 days prior to hearing)

_____ post notice of public hearing at subject property/ask administrative support staff to prepare affidavit of posting

_____ prepare staff report and resolution for Board of Adjustment (BA) public hearing

_____ distribute staff report and agenda to BA, applicant, staff, and city web site

_____ conduct BA public meeting on conditional use permit application

_____ mail BA resolution to applicant with cover letter indicating length of approval period for the conditional use permit